

**FAMILY SELF-SUFFICIENCY & HOMEOWNERSHIP VOUCHER SPECIALIST
(Specialist 2)**

APPLICATION DEADLINE IS FRIDAY JUNE 3, 2016 AT 11:59PM

Division: Section 8 Rental Assistance

Reports to: Family Self Sufficiency and Homeownership Manager

Location: Cookeville

Full-time/Part-time: Full time

Salary Grade: 29

Monthly Salary Range Minimum: \$3,053

FLSA Classification: Non-exempt (01)

THDA is now recruiting for a Family Self-Sufficiency & Homeownership Voucher Specialist working from our Cookeville office. Candidates must be able to travel throughout East Tennessee, including occasional overnight travel.

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Manages a caseload of clients in a multi-county area in East Tennessee for the Family Self-Sufficiency (FSS) and Homeownership Voucher (HV) Programs under the Federal Housing Choice Voucher (HCV) Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Conducts annual recertification and scheduled inspections for HV participants.
- Updates client files in computer systems; reviews and verifies client documentation for initial home closing, and during interim/annual recertification periods.
- Attends home closings, takes required photographs using agency equipment and writes a publication story.
- Maintains required participant enrollment level.
- Contacts assigned FSS participants every three months and documents in database.
- Meets with assigned FSS participants once every 6 months.
- Works with program participants and non-profit partners to develop action plans for clients becoming mortgage-ready.
- Provides statistical information on a monthly basis for the FSS federal grant application.
- Works with participants to develop five-year individual training and service plans for accomplishing self-sufficiency.
- Serves as a referral or link between service providers and participants while networking within communities.
- Coordinates and maintains a Program Coordinating Committee comprised of community partners and a FSS participant.
- Obtains and submits letters of commitments from service providers.
- Markets and implements the FSS and HV to HCV clients and recruits potential participants through outreach activities.

- Coordinates and trains HCV Rental Assistance Specialists regarding both programs.
- Maintains an open and ongoing dialogue with the HCV field offices, promoting program awareness.
- Delivers casework services; follows up on the progress of participants.
- Completes all required family records and provides information to the HV/FSS Manager.
- Plans events such as FSS graduations; prepares graduation and disbursement requests.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or equivalent GED.
- Bachelor's degree in the social sciences, public administration, or other related field preferred.
- Two or more years of housing, social work, or nonprofit experience; experience in credit repair counseling.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of federal housing programs, social service programs, and various community service programs and agencies.
- Expert knowledge of mortgage products and loan application process.
- Knowledge of home buying process and credit repair counseling.
- Ability to handle private, personal information in a confidential manner in compliance with the Privacy Act of 1974 (5 U.S.C. 552a, as amended).
- Ability to read and understand regulations, laws, agreements and organizational materials.
- Ability to exercise good judgment in evaluating complex situations.
- Ability to interact appropriately with low-income individuals.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Extensive in-state travel, including overnight travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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APPLCATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION